

PARKE MISC.

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# LETTER OF INTENT

PPDMS Archive  
Parke County, Indiana  
2007

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Parke County, Indiana  
ARC #07-IN-395-PAR-00-55



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THIS Letter of Intent is entered into this 16 day of Oct, 2007, by and between the Parke County Commissioners on behalf of the Parke County Assessor, hereinafter referred to as the "Assessor" and Appraisal Research Corporation, hereinafter referred to as "ARC".

WHEREAS the Assessor has the need to lease software to electronically download the Assessor's personal property forms to the Department of Local Government Finance (DLGF); and

WHEREAS ARC is willing and able to provide such software and services in the form of Personal Property Data Management Archive Software hereinafter referred to as "PPDMS".

NOW THEREFORE, in consideration of the mutual promises and covenants set forth herein the Assessor and ARC enter into this Letter of Intent.

#### ARTICLE I WORK IN PROGRESS

ARC shall install PPDMS archive version for years 2003, 2004, 2005, 2006. This archive version shall contain all forms, pricing and calculation protocol specifically to the archive year. The computer housing the archive version shall be separate for any current installation of PPDMS.

The Assessor shall be responsible for data entering all personal property returns.

The Assessor shall be responsible for exporting data to the DLGF.

The Assessor shall be responsible for rolling the pools, updating PPDMS in order to enter data into the next year's archive version.

Upon completion of all archive DLGF exports, ARC shall uninstall the PPDMS program.

LETTER OF INTENT  
PPDMS Archive 2007  
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## ARTICLE II MAINTENANCE

Maintenance/Technical support shall be provided via telephone (800) 626-7743 extension #327, or via email at [arcin@appraisalresearch.cc](mailto:arcin@appraisalresearch.cc). Messages are retrieved three (3) times daily, and calls returned within 24 hours. If on-site support is needed for reasons other than problems which are determined to be PPDMS program related, there is an additional charge of \$50.00 per hour (minimum 4 hour increments), plus mileage from the technical support person's home office to the Assessor's office. Additional programming charges are \$50.00 per hour (minimum 1/2 hour increments), if applicable.

## ARTICLE III TIMEFRAME

ARC shall install the software within two (2) weeks of notification by the Assessor that hardware necessary to run the software is in place, and this Letter of Intent has been executed. Either party shall have the opportunity of terminating this agreement with thirty (30) days written notice to the other party.

## ARTICLE IV CONSIDERATION

The Assessor shall pay ARC a set-up fee of \$500.00 per year for four (4) stand alone workstations. If ARC is required to visit the Assessor's location, the Assessor shall also pay two (2) service calls at \$50.00 per hour (4 hour minimum) plus \$0.35 per mile for round trip from the technical support person's home office to the Assessor's office.

Billing shall be sent directly to the Assessor's office, unless otherwise indicated.

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IN WITNESS THEREOF, the parties have executed this Letter of Intent by their duly authorized offices.

PARKE COUNTY, INDIANA

George Nicholas  
Commissioner

Date: 10-16-07

[Signature]  
Commissioner

Date: 10/16/07

[Signature]  
Commissioner

Date: 10-16-07

PLEASE  
&

ATTEST

Deane Hazlett  
Auditor

Date: 10-16-07

Margie R. Allen  
Assessor

Date: 10-16-07

APPRAISAL RESEARCH CORPORATION

Richard H. Hoffman

Richard H. Hoffman, ASA, CAE, MAI, CRE  
President & CEO

Date: 25 SEP 2007

LETTER OF INTENT  
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